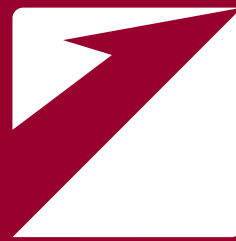


TRAIT

*Training Responsible Adults
as Insurance Technicians*



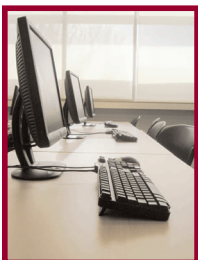
Outreach Programs



RHODE ISLAND COLLEGE

This program is designed to provide a basic foundation for the insurance industry. Students will be introduced to general insurance terminology and an understanding of how the insurance business operates. The students will have a comprehensive study of both personal and commercial property and liability insurance, contract analysis and rating. A student successfully completing the program will be qualified for various entry-level positions within the insurance industry, including but not limited to insurance companies, agencies, brokerage houses and adjusting firms.

We ensure course graduates are highly qualified to enter the field of insurance, by providing extensive training in office technology, computer literacy, keyboarding, telephone techniques, oral communications, financial literacy, attitudinal and life coping skills.



An 80-hour internship in a service-oriented office is included. Job Development, Placement, and Support Services are provided to both employee and employer. Students are monitored closely for attendance and punctuality.



➤ **26 weeks**

➤ **30 hours per week
plus open lab**

**Training includes the following
skills and services:**

- Comprehensive study of both personal and commercial property and liability insurance, contract analysis and rating
- Word processing, spreadsheets, database management
- Oral communication and phone skills
- Business writing
- Computer literacy and internet life skills
- Financial literacy
- Office technology: answering, fax, copy
- Employability skills: applications, resumes, cover letters, and interviewing
- Job development, placement, and support services to employee and employer
- 80 hour office internship

Who is Eligible?

- 18 years of age or older
- Fluent in English
- High School Diploma or GED
- Unemployed/dislocated, underemployed workers
- *Students motivated to learn new skills and accept a job*

This Program is made available to all participants thanks to support from United Way. RIC Outreach Programs are also available to Rhode Island clients of Department of Labor & Training, Department of Human Services Family Independence Program and Office of Rehabilitative Service participants in need of training and employment. Other financial options are available to qualified students.

Number of Hours:

- Training: 780
- Internship: 80

Outreach Programs at Rhode Island College

Building 8 • East Campus

Located behind the Recreation Center

600 Mt. Pleasant Avenue, Providence, RI 02908

For More Information, Contact:

Vidal DeLaCruz (Bilingual: Spanish) or Jenifer Giroux
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